



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Associate Treasury Program Officer
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$4111 -\$4997

DUTIES:

Under the general supervision of the Treasury Program Manager II, [Bank Reconciliation Section](#), the incumbent exercises independent judgment in the analysis, accountability, reconciliation, and discrepancy resolution of the State's Demand Deposit Accounts as set forth in the Government Code and State Administration Manual. Also serves as liaison between the Centralized Treasury System banks and state agencies.

Essential Functions

- Reconciles the State of California's Demand Deposit Accounts with the authorized banks in the Centralized Treasury System. Analyzes bank statement data to ensure that the State of California receives timely and accurate credit for all deposits and electronic transfers. Researches, analyzes, and corresponds with CTS banks and state agencies to resolve discrepancies. Further, authorizes adjustments and corrections to the banks and state agencies' accounts.
- Balances daily bank statement data to the Treasury System accounting data. Responsible for ensuring the data is properly entered into the Bank Reconciliation System. Generates the daily Cash Accountability Report and reports to Cash Management and State Controller's Office. Further, generates periodic reports to Cash Management for use in determining compensating balances compensation for the CTS banks. Reconciles the daily batch processing (Cash Reports for each CTS Bank) and initiates correcting entries when necessary.
- Confers and negotiates with CTS banks and state agencies to establish and modify policies and procedures for new or existing programs affecting the Demand Deposit Accounts. Provides alternatives and recommendations to Cash Management regarding the implementation of new programs.
- Serves as STO Electronic Transfer (EFT) co-coordinator in administering and amending the EFT contract, acting as liaison between participating state agencies and CTS bank contract, acting as liaison between participating state agencies and CTS bank contractor, coordinating and disseminating program information between participating state agencies and CTS bank contractor, and making recommendations to Cash Management on improving EFT program.

DESIRABLE QUALIFICATIONS:

- Ability to work cooperative with others.
- Ability to clearly and effectively communicate, both orally and in writing.
- Ability to quickly acquire technical knowledge.
- Good work habits and attendance.
- Computer skills.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as an Associate Treasury Program Officer.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-340-4223-001" next to the classification on your application/resume, i.e. Associate Treasury Program Officer (820-340-4223-001).

FINAL FILING DATE:

Applications will be accepted until filled

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 657-2434 or TDD (916) 654-9922.

CASH/340/ dls 12/27/05